



OFFICE OF THE DISTRICT ATTORNEY

HUMAN RESOURCES DIVISION

211 West Temple Street, Suite 200 • Los Angeles, CA 90012

T: (213) 257-2700 • F: (213) 633-0904



***Career Transfer Opportunity
Restricted to Permanent Employees of Los Angeles County***

INTERMEDIATE TYPIST-CLERK

**Bureau of Prosecution Support Operations
Training Division**

ABOUT THE POSITION: The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, and professional individual to fill an Intermediate Typist-Clerk (ITC) vacancy in the Bureau of Prosecution Support. This position performs a wide range of clerical duties such as typing, filing, photocopying, scanning, faxing, proofreading, taking and following instructions, and giving and receiving accurate messages.

DESIRABLE QUALIFICATIONS:

- Good oral and written communication, grammar, and language skills.
- Good computer skills and knowledge of computer programs (e.g., Microsoft Word, PowerPoint).
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Ability to work independently and cooperatively within a team.
- Ability to effectively interact with the public, law enforcement, co-workers, and various government employees.

ACCEPTING RESUMES FROM: Only permanent employees of Los Angeles County currently holding or who previously held the payroll title of ITC, Intermediate Clerk, and those who are on the current Intermediate Clerical Series certification list may apply. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, and copies of the last two performance evaluations. Only the most qualified employees will be invited for an interview.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Vicki Bunton
Staff Assistant, Bureau Operations, DA
Bureau of Investigation
211 West Temple Street, Suite 1200
Los Angeles, CA. 90012
Telephone: (213) 257-2915
E-mail: VBunton@da.lacounty.gov

NO LATER THAN: WEDNESDAY, AUGUST 12, 2015

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****